



TALBOT COUNTY
Public Schools

...each student will learn, grow and succeed.

Direct Deposit Authorization Form

Employees of Talbot County Public Schools are required to be on direct deposit for payroll purposes. It will take two pay cycles to activate a direct deposit. A deposit slip will be available on payday indicating current payroll information.

I, _____ (print name), Emp. ID Number _____, hereby authorize Talbot County Public Schools to deposit my pay to the following account. I have attached a **voided check** to be used for **account verification purposes only**; please do not use deposit slips for checking accounts. I understand that this information will remain in effect until I deliver written notification to the payroll office and processing changes can be made.

Please call your bank for the correct routing number and account number.

ATTACH A VOIDED CHECK HERE FOR A CHECKING ACCOUNT DEPOSIT

OR

*ATTACH A SAVINGS DEPOSIT SLIP HERE
FOR A SAVINGS ACCOUNT DEPOSIT*

DIRECT DEPOSITS WILL BE MADE ONLY TO LOCAL BANKS

Bank Routing Number: _____ Account Number: _____

The above information is for a **Checking** _____ **Savings** _____ account. (Check one)

I authorize the following amount to be deposited: \$ _____.
(Indicate a **Dollar Amount** or **Net Pay** if depositing your entire paycheck / balance of your pay to this account)

Signature

Date

(Please use one form per deposit.)

Do not close your old account until 2 pay cycles have passed & you have received a payroll deposit in your new account.